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**United Nations
Environment Assembly of the
United Nations Environment
Programme**

**United Nations Environment Assembly of the
United Nations Environment Programme
First session**
Nairobi, 23–27 June 2014
Items 5 and 6 of the provisional agenda*

Policy issues

Follow-up to and implementation of the outcomes of United Nations summits, in particular the United Nations Conference on Sustainable Development, and major intergovernmental meetings of relevance to the United Nations Environment Assembly

Supplemental information relating to the consolidation of headquarters functions

Note by the secretariat

The annexes to the present note provide information to supplement and support the information contained in the report of the Executive Director on the consolidation of headquarters functions (UNEP/EA.1/2/Add.5). The annexes have not been formally edited.

* UNEP/EA.1/1.

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Annex I

General Assembly resolution 68/215

For the text of resolution 68/215, see *Official Records of the General Assembly, Sixty-eighth Session, Supplement No. 49*, vol. I.

Annex II

Expert Advisory Group methodology

The following steps were identified and followed for developing a possible scenario, assessing its broad implications and making recommendations for progressively consolidating headquarters functions at Nairobi:

i. Compilation of data concerning UNEP's current strategic presence network. This includes data on staffing per duty station and roles, and the identification of responsibilities of offices at each location. Data were also compiled to identify relevant trends with respect to changes in the location of the UNEP Secretariat workforce from 2005 to-date.

ii. A review of prior studies and policies that address/have addressed UNEP's strategic presence.

iii. A desk review of private and public sector definitions of "headquarters" and "headquarters functions".

iv. A comparative review of selected United Nations organizations with respect to their geographic spread and the roles and functions of offices away from headquarters. Data were compiled for the following organizations: Food and Agricultural Organization (FAO), International Labour Organization (ILO), United Nations Development Organization (UNDP), United Nations Industrial Development Organization (UNIDO), World Trade Organization (WTO), and World Intellectual Property Organization (WIPO). The areas covered in this review were:

- Geographic location, functions and roles of offices away from headquarters;
- Mandates, strategic priorities and other criteria influencing decisions concerning the number, type and geographic location of offices;
- Rationale for any recent or on-going changes in the geographic location of offices, and identification of trends within the UN concerning concentration of staff or functions in locations away from headquarters; and
- Identification of best practices (for example, improved cost-effectiveness of operational services) or practices to be avoided in relation to location of offices.

v. Formulation of a definition of headquarters functions and identification of such functions currently performed at duty stations different from Nairobi.

vi. Identification of possible options and assessment of the implications of progressively relocating such functions to Nairobi. The assessment was based on the assumptions, definition and criteria outlined below.

vii. Formulation of a possible scenario for the consolidation of headquarters functions, with broad cost implications and indications on the key steps and requirements for its implementation.

Annex III

Termination Indemnity (annex III to the staff regulations)

Completed years of service	*Months of gross salary, less staff assessment, where applicable*		
	Temporary appointments exceeding six months	*Fixed-term appointments*	*Continuing appointments*
Less than 1	One week for each month of uncompleted service subject to a minimum of six weeks' and a maximum of three months' indemnity pay	One week for each month of uncompleted service subject to a minimum of six weeks' and a maximum of three months' indemnity pay	Not applicable
1			Not applicable
2			3
3			3
4			4
5			5
6		3	6
7		5	7
8		7	8
9	Not applicable	9	9
10		9.5	9.5
11		10	10
12		10.5	10.5
13		11	11
14		11.5	11.5
15 or more		12	12

Annex IV

Repatriation grant calculations (annex IV to the staff regulations)

Years of continuous service away from home country	*Staff member with a spouse or dependent child at time of separation*	*Staff member with neither a spouse nor dependent child at time of separation*	
		Professional and higher categories	*General Service category*
	Weeks of gross salary, less staff assessment, where applicable		
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

Annex V

Standard annual salaries

Standard D and P annual salary figures for various duty stations

Duty Station	*D-2*	*D-1*	*P-5*	*P-4*	*P-3*	*P-2*
Geneva	318 900	292 800	261 200	220 800	184 500	145 400
Nairobi	265 500	244 500	216 300	188 600	152 900	125 200
Paris	297 900	276 700	249 700	214 700	181 600	122 040

Note: Use of 2013 standard salary costs without inflationary factor. Paris duty station does not have published standard salary figures so standard costs for Geneva, adjusted for lower average post adjustment, have been applied.

Standard General Service annual salary figures for various duty stations

Duty station	*Standard annual salary cost*
Nairobi	45 100
Geneva	139 400
Paris	105 116